

Commission's Grant Application Form

Shelby County Board of Commissioners

GRANT APPLICATION

Legal Name of the Organization: Collierville Literacy Council

EIN: 58-1860713

Street Address of Organization 167 WASHINGTON ST

Office Phone: 9018540288

E-mail k.thieme@colliervilleliteracy.org

(Section Break)

EXECUTIVE DIRECTOR

First Name Kelly

Last Name Thieme

(Section Break)

GENERAL CONTACT FOR THIS REQUEST(if other than Executive Director)

First Name *Field not completed.*

Last Name *Field not completed.*

Title: *Field not completed.*

(Section Break)

DESCRIPTION OF GRANT REQUEST

Program/Project Area: Adult Education

Amount Requested 12,000.00

Total 175,695.14

Organizational
budget (for
current year):

Total Project/Program Budget:	\$12,000.00
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Dates covered by this budget:	2016-2017 Fiscal Year
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Project/Program Name:	CLC General Operating Support
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INTRODUCTION AND BACKGROUND OF ORGANIZATION

Please
summarize in a
short paragraph
the purpose of
your agency.
Briefly explain
why your agency
is requesting this
grant, what
outcomes you
hope to achieve,
and how you
will spend the
funds if a grant
is made.

The Collierville Literacy Council is dedicated to providing opportunities for adults to attain educational goals that enhance individual growth and benefit families, the work place and the community. CLC provides free basic reading/writing instruction, High School Equivalency testing and test preparation, and English Language Learning instruction to adults in Collierville and the surrounding Mid-South area, using trained volunteer tutors. Collierville Literacy Council is requesting a total of \$12,000 to cover general operating costs for our Literacy, English Language Learning, and High School Equivalency programs. We are seeking financial support because we are bringing in less money than was originally anticipated for the 2016-2017 fiscal year. We are proud to be a United Way Agency, but this year our annual allocation is \$12,000 less than we had anticipated. In addition, we are expecting to replace our antiquated and “end of support life” data management program at a cost of \$7,000 during the 2016-2017 fiscal year. By granting us \$12,000 this year, you would help us cover many of our general operating expenses. Having this kind of financial support not only bolsters our organization’s financial security but also sustains our adult education programs, which have had an enormously positive impact on the lives of so many people from Collierville and the surrounding area.

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Narrative - Organization

Current
programs and
accomplishments
. Please

Collierville Literacy Council has been in existence since 1987. The services we offer have evolved from the needs of adult students who approached us for help. We started with just an Adult Literacy program, but have added English Language Learning and High School Equivalency as we became aware of the

emphasize the achievements of the recent past.

need for these in Shelby County. Approximately half of the adult students we serve each year live or work in Collierville. The other half come from dozens of zip codes across Shelby County. Collierville Literacy Council is United Way Agency serving 400-500 adult students annually with our three programs. In 2012, CLC became the first literacy council in the Mid-South to earn national accreditation from ProLiteracy. In 2012, we also added a family/community literacy program called "Collierville Reads" that is available to anyone in Collierville and the surrounding areas. This past year we helped students representing 28 countries learn to speak English. In the past five years, we have helped nearly 600 adult students earn their High School Equivalency diploma. Our High School Equivalency program is well-respected and has recently earned attention from Adult Education Officials within the TN Department of Labor and Workforce. During a visit to the CLC this spring, they repeatedly praised us for not only the quality of our program, but also the number of students we graduate. They were especially impressed that we do this on such a limited budget and with trained volunteers. Our organization is managed by a small, yet very dedicated staff comprised of three part-time employees and a full time executive director. We have a team of trained and devoted volunteer tutors who work one-on-one with our students. Our volunteers are so passionate about our organization and what we do that they donate more than 5,300 hours each year.

Numbers of paid full-time staff:

1

Number of paid part-time staff:

5

Number of volunteers:

127

(Section Break)

Narrative - Funding Request

Please describe the program/project for which you seek funding and include how it will benefit the general welfare of residents in Shelby County,

Collierville Literacy Council is requesting a total of \$12,000 to cover general operating costs for our Literacy, English Language Learning, and High School Equivalency programs. Our Literacy program makes a tremendous difference in the lives of each one of our students as they increase their reading, writing, and basic math skills. A number of our literacy students have heartbreaking stories of how they struggled in school. The one-on-one instruction they have with their tutors is often their first positive literacy instructional experience. They are thrilled to see that they are capable of learning to read and write. According to a 2016 report from "County Health Rankings, "14 percent of adults in living in Shelby County ages 16 or older, lack basic prose literacy skills." (Source:

TN.

<http://www.countyhealthrankings.org/app/tennessee/2012/measure/factors/66/data>) According to facts stated on Proliteracy.org, "43 percent of adults with the lowest literacy rates in the United States live in poverty." "Low literacy adds an estimated \$230 billion to our country's annual healthcare costs." To reduce poverty, improve the economy and overall lives of people in the Mid-South, we need to help our low-literacy adults learn to read. Adult literacy instruction is a critically important investment in the future of our community because, "People who come from low educated families are 10 times more likely to have low literacy skills." (Source: Proliteracy.org) Helping children alone will not stop the cycle of low literacy. We must help their parents learn to read as well. According to current reports from the U.S. Census Bureau, 93,277 people over the age of 18 in Shelby County do not have a high school diploma. Messick Adult Center was serving more than 880 adult students seeking their high school equivalency diploma in January 2016. Messick lost state funding and closed their doors in March 2016 leaving more than 880 students in need of services. Many of these students are turning to the Collierville Literacy Council to help them earn their HSE diploma. Over the past five years, CLC has helped nearly 600 students earn their HSE diploma. For many of our students, this is the first, very important step to changing their lives and redirecting their path. We provide services to help adults get their high school equivalency diploma so that they can be eligible to go to college and/or start a career. A high school credential is a necessity for acquiring any kind of stable/well-paying job, as well as acceptance into any kind of trade or tech school. Our community is stronger and more financially stable when more people have the education to get a job that pays a living wage. The Collierville Literacy Council is also considered a valued source of information for navigating the complex and confusing process of earning a HSE diploma. We take pride in being a reliable and up-to-date source of educational counseling and guidance to hundreds of students, parents and guardians each year. In our ELL program, we see students from dozens of countries looking to better understand the English language and our culture. FedEx, International Paper and other large corporations bring thousands of internationals to Collierville and the surrounding areas each year. Many of the spouses of these employees come to us for help with learning English, and for guidance assimilating into this new culture. It is truly a joy to watch our ELL students blossom and become more confident with their English skills, enabling them to be engaged and active members of our community. Both our Literacy and ELL programs help students become literate in all aspects of English language, which helps prepare them to communicate fluently (read, write, speak and listen) and effectively for any job or career. There are so many international adults wanting to join our program that we are constantly working to recruit and train new tutors. Collierville Literacy Council is an organization that truly SERVES others. We focus on what it is that our students need to be successful. We develop and expand our programs based on the needs we see in students with the ultimate goal that we will not only provide opportunity and instruction but equally important, the

compassionate encouragement and guidance that can lead our students on their path to success. It is not unusual for us to hear from students that we've changed their lives. The heart and productivity of our small staff is truly impressive. Our network of volunteers and board members provide us with immeasurable support in our mission. The Collierville Literacy Council is a wonderful gem in our community brimming with positivity, hope, and success. The financial support from a Shelby County Commissioner Grant would be not only a wonderful gift to our organization, but more importantly, an investment in the citizens of Collierville and Shelby County.

General Operating Support

If applying for general operating support, briefly describe how this grant will be used.

The CLC is requesting \$12,000 to help manage and sustain our current adult education programs. The \$12,000 would be used to cover the operating expenses for each of our three programs (High School Equivalency, Literacy, and English Language Learning). The money will be used to cover portions of the expenses listed below, totaling \$12,000. 2016 Commissioner Grant Budget
Personnel Salaries \$109,756.02 Employee Taxes \$8,540.34 Operations Telephone \$2,300.00 Insurance \$996.00 Office Supplies \$1,600.00 Program Supplies \$3,387.78 Postage \$225.00 Consultant \$ Professional Fees \$3,900.00 Bank Charges and Fees \$65.00 Training & Development/Conferences & Meetings \$675.00 Travel \$675.00 Direct Client Assistance \$450.00 Printing and Copying \$1,300.00 Advertising \$540.00 Equipment& Facility \$120.00 Repairs/Maintenance \$105.00 Fundraising & Management/ Administrative Indirect Costs \$12,560.00 Other \$500.00

Project Support

Please explain the specific project including a statement of its primary purpose and the need or problem that you are seeking to address.

Please see narrative under "Funding Request."

How does the project contribute to your organization's overall mission?

Our Literacy, English Language Learning, and High School Equivalency programs provide opportunities for adults to attain educational goals that enhance individual growth and benefit families, the work place and the community.

(Section Break)

Narrative - Evaluation

Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

We will continue to measure the success of our programs by the following criteria: Total number of: • Students served in each program • New students in each program • Active volunteer tutors • Students in each program who are matched with a tutor • Volunteer instructional hours • HiSET Official Practice Tests administered • Students passed high school equivalency diploma

Attachments:

If your request is under \$25,000 please attach the following:

1. Copy of the entity's 501 (c) 3 certificate for charitable organizations or 501 (c) 4 certificate for civic organizations
2. Most recent IRS Form 990 or Financial Statements (balance sheet and income statement) as of the most recent fiscal year end certified by Chief Financial Officer/Treasurer of the entity.
3. Complete Budget for grant request

If your request is \$25,000 or more please attach the following:

1. Copy of the entity's 501 (c) 3 certificate for charitable organizations or 501 (c) 4 certificate for civic organizations
2. Copy of an annual audit as of a date within 18 months of the start of the current fiscal year.
3. Complete Budget for grant request

File 1 [501 \(c\) 3.jpg](#)

File 2 [2014 990ez final.pdf](#)

File 3 [Final Budget for Commissioner Grant.pdf](#)

ACKNOWLEDGEMENT:

Read, and if you agree to the provisions, sign the following:

The information provided has been submitted in good faith and as completely as our records and recollections permit.

I understand that the information provided in this application shall be open to inspection upon filing with the office of the Shelby County Board of Commissioners.

Signature: Kelly L. Thieme

Printed Name: Kelly L. Thieme

Date 8/10/2016
